

21 March 1947

MEMORANDUM

TO: Executive for Administration, SO
Assistant Chief of Personnel

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FROM: [REDACTED]

The recent determination of the Civil Service Commission that employees of CIG paid from Special Funds may, at their discretion, be eligible for Civil Service Retirement renders it most imperative that normal government payroll and personnel procedures be established. Likewise, recent Civil Service Commission regulations prescribing permanent personnel records for each government employee, which will follow the individual from Agency to Agency as transfers may be effected, warrants the establishment of such permanent records in one central location within CIG.

At the present time, personnel records of CIG employees paid from Special Funds are maintained in the Personnel Office of CIG, the Office of the Assistant Executive for Administration, OSO, and in the Special Funds Section. In order to comply with the Commission's requirements regarding the maintenance and forwarding of permanent personnel files to other Agencies, it would be necessary at the present time to assemble such files from at least two offices within CIG. This is obviously not desirable. Because of the security requirements of SO, present procedures require maintenance of two personnel units within CIG. It is suggested that these two personnel units be properly integrated by removing from Special Funds the personnel function and responsibility now resting with that unit with respect to the execution of various oaths and papers and the transference to and from this Agency of accrued leave balances.

Attached hereto is a draft of proposed personnel-payroll procedures designed to permit the maintenance in the proper Personnel office of all the permanent records in connection with the employment of an individual, supplemented by the minimum necessary papers to permit the Payroll Unit to fulfill its function. It is requested that this procedure be reviewed and if found satisfactory and desirable that it be put into effect at the earliest possible date.

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Attachment

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